

Outline for Creating an Account with eTEC

The following is an outline of the steps necessary to create an account with eTEC, enroll in your training program, and access the training materials. For those who would like more detailed instructions, the remainder of this document provides images and commentary regarding the use of eTEC's training website.

Please note that it is necessary to **allow pop-up windows** during the process of creating and activating your eTEC account.

Create your account

- 1. Open eTEC's online training site, http://www.go2etectraining.com.
- 2. Click on "Register" (located near the top of the page) or "Create Account" (located near the bottom of the page).
- 3. Enter the Customer Code **12DOTnc**, **(case sensitive)** your first name, last name, email address, and a password. See your NCDOT contact for the last three alphanumeric letters in the Customer Code.
- 4. Click on the "Register" button.

Activate your account

- 1. Open your email account.
- 2. Open the email titled "eTEC Registration Information".
- 3. Within the email, click on the link "Activate My Account" to confirm your email address.

Please note that you only need to activate your account once.

Enrolling in your training program

- 1. Open eTEC's online training site, http://www.go2etectraining.com.
- 2. Enter your email address and password.
- 3. Click on the "Login" button.
- 4. Enter the Enrollment Code E214-0306.
- 5. Click on the "Enroll" button.

Once you click the "Enroll" button, you will be directed to your training program materials. You will also receive an email confirming your enrollment in the training program.

Instructions for Using eTEC's Online Training Website

Setting Up Your Account

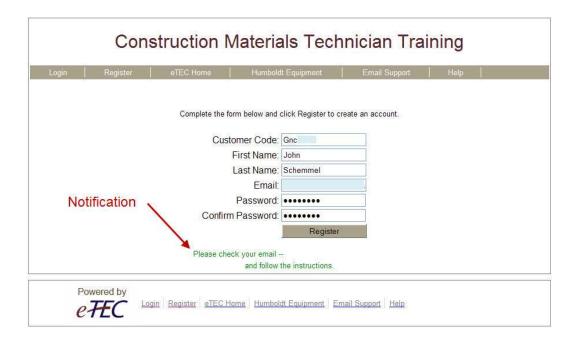
Open an internet browser (Internet Explorer or Firefox recommended) and type www.go2etectraining.com into the address line.



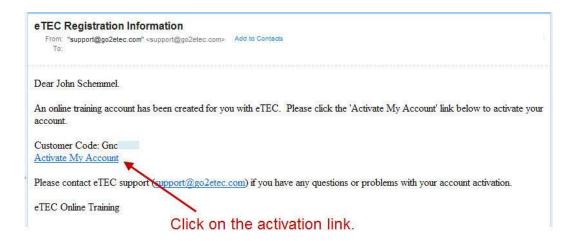
Create a new account by entering ALL of the requested data. The Customer Code for the NCDOT program is **12DOTnc.** Your NCDOT contact will provide you with the last three alphanumeric letters for your particular training class. Note that there are <u>no</u> spaces in the Customer Code and that the code is case sensitive.



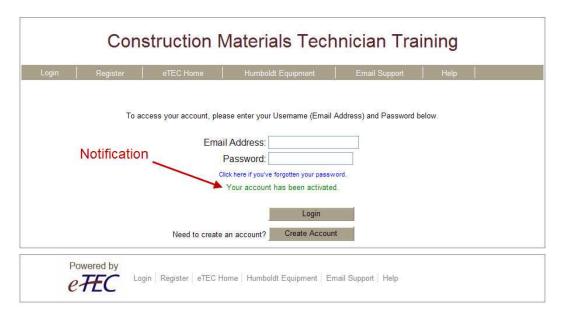
After clicking "Register", you will be directed to check your email account for an activation email from eTEC.



Login to your email account to view the activation email. You must click on the link "Activate My Account" in the email to complete the account registration and activation process.

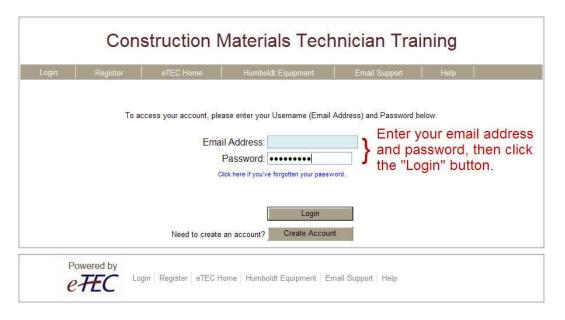


After clicking "Activate My Account", the Login page at eTEC's training site will open in a new window. A notification will confirm that your account has been activated.



Enrolling in the Training Program

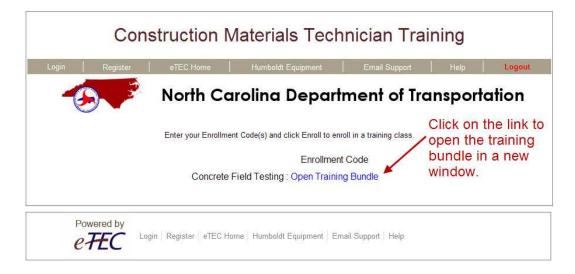
Once an account has been created, you can login to the account with your email address and password.



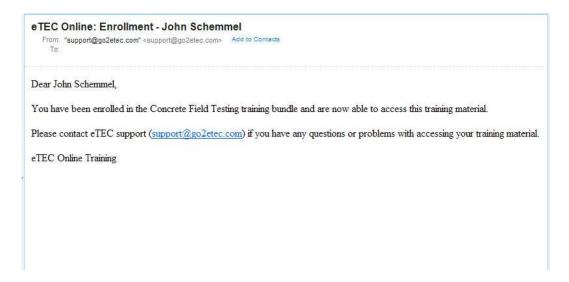
Next, you must enroll in the training program for Concrete Field Testing. The Enrollment Code for the NCDOT program is **E214-0306** (code is case sensitive).



Immediately after clicking "Enroll", access to the training material will be granted. Click on the "Open Training Bundle" link to view the training material. The training bundle will open in a new window.



After enrolling in a training program, a confirmation email will be sent to your email address.

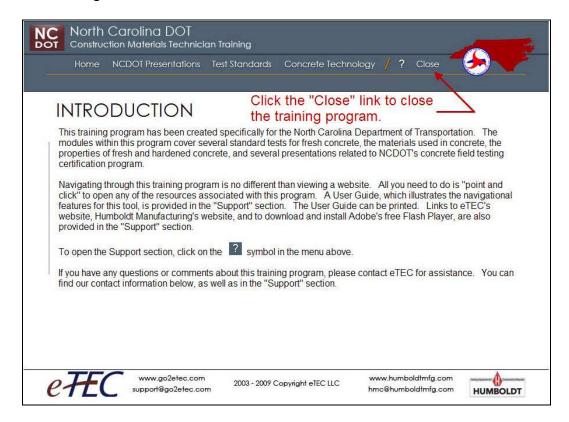


Using the Training Program

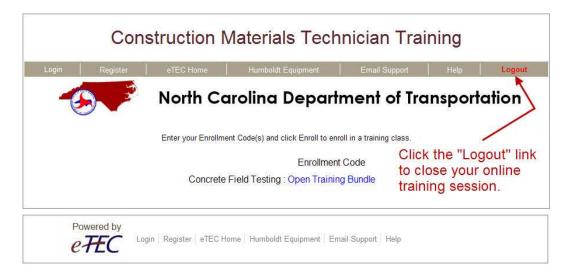
After you have enrolled in the training program, you will be automatically directed to the NCDOT training page each time you login to the training site. Clicking the "Open Training Bundle" link will open the training material.



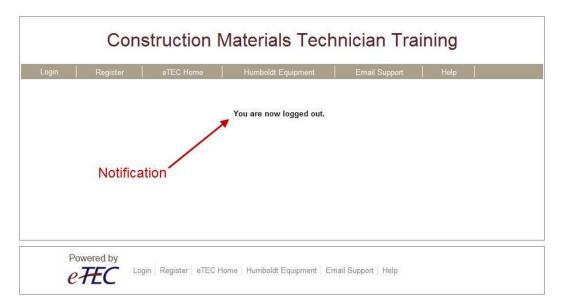
Use the menu across the top of the page to open any of the training modules, get support information, learn more about the organizations that assisted in the creation of the training materials, or close the a module or the bundle.



When you have completed a training session close all modules and the bundle. Then click the "Logout" link to exit eTEC's training site.



A notification will confirm that you have logged out.



You can contact eTEC at support@go2etec.com if you have any problems or questions about the site or the training material.